

COMPLAINT FORM

Columbus Police Department
123 Washington Street
Columbus, IN 47201
(812) 376-2600

It is the policy of the Columbus Police Department to provide excellence in law enforcement through fair and courteous service to all people.

To: Chief of Police

From: Name _____

Address _____

Phone # (day) _____ (evening) _____

Date/Time of incident:

Location:

Dept. Person(s) involved:

Witnesses:

Please describe in your own words your complaint.

How would you like this to be resolved?

I affirm that above statement is true and accurate to the best of my knowledge.

Signature _____

Date _____

You will receive confirmation that this complaint has been received by the office of the Chief of Police within 5 working days.

For Department Use Only	
Date Received _____	Complaint # _____
Received By _____	Employee # _____

White Copy: Chief of Police Yellow Copy: Police Dept. Pink Copy: your copy

SUMMARY OF COMPLAINT PROCESS

I. SECURE COMPLAINT FORM

- FROM LOBBY OF POLICE DEPARTMENT (24 HOURS/DAY).
- FROM CITY PERSONNEL OFFICE IN PERSON (MONDAY - FRIDAY, 8:00 A.M. - 5:00 P.M.); OR BY PHONE REQUEST (24 HOURS/DAY).

II. COMPLETE COMPLAINT FORM

- TAKE COMPLAINT FORM TO POLICE DEPARTMENT.
- MAIL COMPLAINT FORM TO POLICE DEPARTMENT.
- ANONYMOUS FORM WILL BE REVIEWED AND FILED.

III. WHAT HAPPENS TO THE FORM?

- COPIES OF ALL FORMS GO TO POLICE CHIEF.
- CHIEF'S OFFICE CONFIRMS RECEIPT WITHIN FIVE (5) WORKING DAYS BY LETTER TO THE CITIZEN AND POLICE EMPLOYEE.
- SUPERVISOR HANDLES THE COMPLAINT OR CHIEF ASSIGNS SPECIAL INVESTIGATOR.
- DISPOSITION OF COMPLAINT IS REVIEWED WITH BOARD OF CAPTAINS AND IS COMMUNICATED TO THE CITIZEN AND POLICE DEPARTMENT EMPLOYEE.

IV. APPEAL PROCEDURE

- CITIZEN REQUESTS AUDIT COMMITTEE REVIEW THAT IS ARRANGED BY CHIEF OF POLICE.
- OFFICER REQUESTS REVIEW WITH CITY PERSONNEL DIRECTOR AND THEN BOARD OF WORKS IF FURTHER RESOLUTION IS NECESSARY.

V. KEY STANDARDS

- COMPLAINT SHOULD BY FILED WITHIN FIFTEEN (15) DAYS OF THE ALLEGED INCIDENT.
- INVESTIGATION TO BE COMPLETED WITHIN THIRTY (30) DAYS OF RECEIVING WRITTEN COMPLAINT.
- APPEALS PROCESS INITIATED WITHIN FIFTEEN (15) DAYS OF WRITTEN RECEIPT OF DISPOSITION.